

Superior Court of California
San Luis Obispo

Invites Application for:

Court Legal Process Clerk
Career Series
(Non-Civil Service)

The Superior Court is accepting applications for positions within the Court Legal Process career series. This recruitment will establish an existing list for current and future job openings with the Superior Court. The successful candidate(s) may be placed at any level within the career series based upon prior experience applicable to court processing. Bilingual Spanish speaking skills desirable.

Minimum Requirements:

Court Legal Process Clerk Trainee (\$10.93 hr.) - One year of general clerical experience or possession of a certificate of proficiency in clerical studies or the equivalent from an accredited institution.

Court Legal Process Clerk I (\$13.09 hr.) - Either A: One year of clerical experience which must have involved the filing and indexing of legal documents; Or B: One year experience equivalent to a Court Legal Process Clerk Trainee.

Court Legal Process Clerk II (\$14.33 hr.) - Either A: Two years of clerical experience which must have involved the filing and indexing of legal documents; Or B: One year of experience equivalent to a Court Legal Process Clerk I.

Classes in this series perform a variety of legal processing duties in the juvenile, family law, civil, criminal and minor offense case categories and perform specialized clerical work for the Superior Court involving a wide knowledge of legal terminology and procedures. Court Legal Process Clerk=s above the trainee level also accept, review for legal sufficiency and process the more difficult and complex legal filings, writs, petitions, appeals, actions and records in the Superior Court and do other related work as may be assigned.

PLEASE MAIL COMPLETED APPLICATION TO:

Superior Court of California, San Luis Obispo
Attn: Court Personnel Coordinator
1035 Palm Street, Room 385
San Luis Obispo, CA 93408

(805) 781-5146

Equal Opportunity Employer

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN LUIS OBISPO

COURT LEGAL PROCESS CLERK; TRAINEE, I, II

DEFINITION:

Classes in this series perform specialized clerical work for the Superior Court involving a wide knowledge of legal terminology and procedures. Court Legal Process Clerks above the trainee level also accept, review for legal sufficiency and process the more difficult and complex legal filings, writs, petitions, appeals, actions and records in the Superior Court and do other related work as may be assigned.

TYPICAL TASKS:

Receive, examine, review, prepare, process and maintain a variety of legal documents; assist the public in person and over the telephone; verify, enter and retrieve information from automated and manual record-keeping systems; ensure adherence to legal procedures, collect filing fees; initiate and update court case information; track case file locations; schedule and vacate court dates; use various other computer programs to assist with processing court work, including word processing, spreadsheets and electronic mail; perform a variety of legal processing duties in the juvenile, family law, civil, criminal and minor offense case categories; enter defaults, dismissals, and satisfactions; record judgments, order and decrees; prepare and process appeals in accordance with all applicable statutes; collect and process fine, bail and other payments at the public counter and/or through the mail and balance electronic cash drawer; prepare correspondence related to legal filing, legal processes, court procedures, court calendars, payment information, community service obligations, as well as respond to any inquiries regarding specific cases; examine legal documents for correctness of form and format, sufficiency of information and conformance with legal procedures for filing civil, criminal, infractions, collections, probate, juvenile, and family law matters; provide general non-legal information relative to policies and procedures; distribute copies and information to appropriate departments and agencies; enter information to generate time standards for the court's delay reduction program; prepare copies, abstracts of judgment, writ of execution, attachments, and judgments of default; assist in issuing bench warrants, warrants of arrest, search warrants and process affidavits requesting issuance for violation of probation warrants and recall outstanding warrants; complete forms according to Department of Justice reporting regulations.

DISTINGUISHING CHARACTERISTICS:

Court Legal Process Clerk Trainee: Under supervision, learns a variety of legal clerical work at the entry level in the Superior Court.

Court Legal Process Clerk I: Under general supervision, performs a variety of complex legal process work in the Superior Court; may train and advise subordinate clerks.

Court Legal Process Clerk II Under general supervision, acts as a journey worker in the Superior Court; may train and direct the work of subordinate staff assigned.

KNOWLEDGE OF:

Court Legal Process Clerk Trainee: Office practices and procedures; proper telephone etiquette, alphabetical, numerical and chronological sequences used in filing; correct spelling, grammar, punctuation and proper use of english language; standard office equipment and personal computers.

Court Legal Process Clerk I & II: The above, plus: The laws, codes, ordinances and procedures pertaining to the legal process work of the Superior Court, filing and indexing procedures; office methods, procedures and equipment.

ABILITY TO:

Court Legal Process Clerk Trainee: Gain knowledge of pertinent laws, codes and ordinances; type accurately at a speed of 45 net wpm. Learn departmental policies, procedures and organization; perform clerical duties under pressure and with many interruptions; operate various office machines; deal with the public with tact and courtesy; read and comprehend material; follow written and oral instructions; establish and maintain effective working relationships.

Court Legal Process Clerk I : The above, plus interpret and apply laws, rules and policies pertaining to the work of the Superior Court.

Court Legal Process Clerk II: The above, plus: act as a lead worker and direct the work of subordinates.

MINIMUM REQUIREMENTS:

Court Legal Process Clerk Trainee: One year of general clerical experience or possession of a certificate of proficiency in clerical studies or the equivalent from an accredited institution.

Court Legal Process Clerk I: Either A: One year of clerical experience which must have involved the filing and indexing of legal documents; Or B: One year experience equivalent to a Court Legal Process Clerk Trainee.

Court Legal Process Clerk II: Either A: Two years of clerical experience which must have involved the filing and indexing of legal documents; Or B: One year of experience equivalent to a Court Legal Process Clerk I.

EDUCATION:

Equivalent to the completion of the twelfth grade.

LICENSE:

Possession of a valid California Class A or C driver's license.